WEB-BASED GRANTS MANAGEMENT SYSTEM WEBINAR

GHSP Webinar Agenda

Housekeeping

Grant Writing Workshop

Online System Overview

Create Application and Submit

Create, Save and Resubmit Application with Changes

Pin and Attach Documents to an Application

Questions

Housekeeping Rules

- We can not mute the line during the webinar, so please be as quiet as possible.
- □ Type your questions into the question box, we will answer all questions at any breaks and at the end of the webinar.

GRANT WRITING WHERE IT ALL BEGINS

NHTSA Priority Program Areas

- Impaired Driving
- Occupant Protection
- Police Traffic Services
- Railway
- □ Pedestrian and Bicycle Safety
- Motorcycle Safety
- □ Traffic Records
- School Bus Safety
- Drivers Ed

Funding

- Funding is done through reimbursement
 - Grantee spends money first
 - Claims are filed and reviewed
 - Grantee receives reimbursement
- Cost Assumption Policy
 - Year 1: 85% GHSP/Federal, 15% LOCAL
 - Year 2: 70% GHSP/Federal, 30% LOCAL
 - Year 3: 50% GHSP/Federal, 50% LOCAL
 - Year 4: 100% LOCAL

Roles of Project Director

- Takes the lead on grant activities for GHSP which include:
 - Meet grant requirements
 - Project implementation, evaluation, continuation
 - Quarterly, Monthly and Final Reports
 - Assuring money is spent correctly
 - Accounting procedures followed
 - Works with GHSP during all campaign activities

Statement of Problem

The problem statement:

What highway safety problem do you have?

At a minimum, an application should include:

- Population size of city/town
- Crash data for the past three years
 - Total crashes, fatalities and injuries
 - Total alcohol-related crashes, fatalities and injuries
 - Total speed-related crashes, fatalities and injuries
- Past 3 years of department citation data should include at least one of the following:
 - Speeding, DWI, Seat Belt, Child Restraint

Statement of Problem

- Some resources for local data:
 - **UNC HSRC**
 - FARS- www.nhtsa.gov/people/ncsa/fars.html
 - NCDOT-Traffic Safety and Mobility Unit
 - NCDMV-Traffic Records

Goals and Objectives

Should be:

- ✓Specific
- ✓ Measurable
- ✓Action oriented
- ✓ Realistic
- √Time framed

Sample Goals

- Goals
 - To lower the incidence of alcohol in crashes in Anywhere County over the next year.
 - ■To reduce the number of traffic crashes and lessen the severity of the resultant injuries during the next year.

Guidelines for Objectives

- Start with the word "To" followed by an action verb
 - To increase, To decrease, To train, To conduct, To arrest, etc.
 - Be specific and quantitative
 - What will be accomplished?
 - When will it be accomplished?
- Use clear, understandable language
- Make objectives realistic
- Objectives should be attainable

Sample Occupant Protection Objectives

Don't:
■ To encourage all Wake county citizens to wear seat belts.
Do:
■ To decrease unrestrained passenger vehicle occupant fatalities% from during fiscal year 2010 to (number) by Sept. 30, 2012.
To increase the number of seat belt citations% from fiscal year 2010 to by Sept. 30 through implementation of nighttime seat belt enforcement efforts.
■ To increase observed seat belt use incity/county of front sea occupants in passenger vehicles from % in fiscal year 2010 to

____% by Sept. 30, 2012.

Sample DWI Objectives

Don't: To reduce the number of impaired drivers in Robeson county. Do: To decrease the number of impaired driving-related crashes ____% from ___ during fiscal year 2010 to ___ by September 30, 2012. □ To decrease impaired driving-related fatalities ____% from ___ in fiscal year 2010 to ___ by September 30, 2012. To decrease impaired driving-related injuries ____% from ___ in fiscal year 2010 to ___ by September 30, 2012. □ To increase the number of DWI arrests ____% from ____ during fiscal year 2010 to ___ by September 30, 2012.

Sample Other Objectives

Police Traffic Services:
To decrease speed-related fatalities% from during Fiscal Year
2010 to by September 30, 2012.
■ To decrease speed-related crashes% from during Fiscal Year 2010
to by September 30, 2012.
■ To increase the number of speeding citations% from during Fiscal
Year 2010 to by September 30, 2012.
Other Traffic Safety Problem Areas:
To decrease fatalities% from during Fiscal Year 2010 to by
September 30, 2012.
■ To decrease traffic injuries% from during FY 2010 to by
September 30, 2012.
■ To decrease motorcyclist fatalities% from during Fiscal Year 2010
to by September 30, 2012.
To decrease un-helmeted motorcyclist fatalities% from during Fiscal
Year 2010 to by September 30, 2012.

Sample Objectives

Objectives

- To train all patrol officers in Standardized Field Sobriety Testing by March 31, 2012. This will result in 27 additional officers being trained.
- To conduct one sobriety checkpoint each month from December 2011 through September 2012. These checkpoints will be coordinated with Governor's Highway Safety Program's "Booze It & Lose It" campaign and other events occurring during specific months (December-3D month, St. Patrick's Day, July 4th, Labor Day weekend, Halloween, etc.).
- To implement a countywide traffic safety enforcement task force to conduct monthly multi-agency checking stations and saturation patrols focused on seat belts, impaired driving, and speeding. This will result in a minimum of 12 multi-agency traffic safety task force activities.

Sample Objectives

- To increase DWI arrests by 30 percent over last year's statistics. This will result in an increase of 30 arrests from 200 to 260.
- □ To conduct two speeding campaigns focusing on enhanced speed enforcement during the GHSP "No Need 2 Speed" campaign.
- □ To increase speeding citations by 20 percent over last year's statistics. This will result in an increase of 100 citations from 500 to 600.
- To increase occupant restraint citations by 25 percent over last year's total, through the implementation of nighttime seat belt enforcement efforts. This will result in an increase of 58 citations from 230 to 288.
- To conduct two traffic safety public information and education presentations each month.
- To produce ten 30-second public service announcements to be aired by WMAS each week from January 1 through December 1, 2012. These will focus on impaired driving, seat belts, and speeding.

Law Enforcement Projects Requirements

- Minimum of 1 day-time checking station per month
- Minimum of 1 night-time checking station per month
- At least one document attempt to request the BATMobile for a night-time checking station during grant year
- □ At least 40% of enforcement efforts during night-time hours
- At least one documented attempt to get media coverage of enforcement efforts per quarter.
 - Assistance is available from GHSP concerning ideas and traffic safety topics and issues.

GHSP Personnel and Equipment Price List

Enforcement Vehicles Maximum

- Patrol Vehicles \$30,000
- Motorcycles \$25,000
- (includes emergency lighting, siren, radio, console, striping and installation)

Enforcement Equipment

- Mobile Data Terminals/Computers \$8,000 (hardware, software, modem, printer, & installation)
- □ Lidar \$3,500
- Dual Antenna radar)\$2,500 (including installation)
- Single Antenna radar)\$1,500(including installation)
- Pole Mounted radar system \$4,500
- In-Car Video System \$6,000 (including installation)
- □ Speed Monitor Trailer \$12,000(including computer and solar panel)
- Uniforms for GHSP funded positions \$5,000 (including officer radio and sidearm.
- All equipment prices include shipping costs.

Enforcement Positions Maximum

The Base Salary will be determined by local officials up to the rank of sergeant. Any traffic safety enforcement position above sergeant will be negotiated.

GHSP Checking Station Equipment Price List

Checkpoint Equipment Items Maximum Cost

- Traffic Cones \$20 each
 - Cones 36 inches in height can be used in all situations (recommended).
 - Cones 28 inches in height can be used on two and four lane roads with speeds of 55 miles per hour or less. Cones must have dual reflective collars.
- □ Traffic Vests \$25 each
 - Colors: Fluorescent Orange, Strong Yellow Green or Fluorescent Red-Orange. 360-degree visibility. Striping must not be of the same color.
 - Must comply with Manual on Uniform Traffic Control Devices (MUTCD)/ANSI standard.
- Signs and Stands
- Signs\$500 per set
- Required set of three contains one 48" x 48" sign of:
 - Checking Station Ahead
 - Be Prepared To Stop
 - Traffic Officer Ahead
- □ Stand for Sign (@ \$150 each stand) \$450 per set
 - Signs are to be mounted at least one foot above grade.
 - □ Cost of signs and stands for one lane of travel. \$950 per set
- Light Tower and Generator Combination \$8,000
- Stand Alone Generator \$5,000
- Equipment Trailer \$5,000 (including striping)

Requirements for Checking Station Equipment

- Signs shall be 48" x 48" diamond shaped with a black symbol or message on a fluorescent orange background and shall be retro-reflective for maximum visibility.
- Must comply with Manual on Uniform Traffic Control Devices (MUTCD).
- Must comply with NCDOT roadway standard drawings.
- Must comply with the National Cooperative Highway Research Program (NCHRP) Report 350 Crash Criteria.
- Tripods do not meet crash tests and will not be funded.
- Incendiary flares will not be funded.
- Barricades will not be funded.
- □ <u>To purchase off state contract</u>:
 - □ Click on to <u>www.doa.state.nc.us/PandC/</u>
 - Next click on to Numerical Listing or Keyword Lists under the grouping of <u>Term</u> Contracts
- If you can not locate an item on the state contract try:
 - Click on to www.ncdot.org
 - Next click on to Doing Business with NCDOT
 - Next click on to the Purchasing Section under the grouping of <u>Business Development</u>
 - Next click on to Commodity and Buyer List
 - Search by Buyer or Commodity. Call vendor to see if there is a state contract regarding item requested.

WEB-BASED GRANTS MANAGEMENT SYSTEM

Grants Management

- From this point on, all Grants with GHSP will ONLY be available on the new web-based system.
- Applications, claims and revisions will be completed and transmitted through the Grants portal.
- To Log on to system, a Grants Authorization form must be completed and sent to <u>GHSPSecurity@ncdot.gov</u>.
- Forms are located on the GHSP Website: www.ncdot.org/programs/ghsp

Benefits to New System

- Streamline Current Procedures
- Improve Communications
- □ Reduce Paperwork
- Error Proof-Built in Checks and Balances
- Simplified PDF Forms

New Word Translations

Application = Concept, Traffic Safety Proposal

Agreement = Approved Contract

Change Request = Revision

SR_Applicant = Grantee, Project Director

Steps of the Process

April 4

Submit Application DEADLINE APRIL 29, 2011

May-August

Receive Notification of an Accepted Application, Accepted Application with Changes or Rejected Application

Late September

Receive Notification of Approved Agreement

October 1, 2011 – September 30, 2012

FY 2012 Grant Year Begins

Application Details

- 2 Applications
 - 2012_GHSP-Personnel/Equipment Application
 - 2012_GHSP-Equipment Only Application
- □ 3 Options
 - Submit Application
 - Change Application
 - Display Application
- □ 3 Results
 - Application Accepted
 - Application Accepted with changes required
 - Application Rejected

Important Application Details

- Budgets Calculates
- Local Share & Federal Share
- □ Rounding Up
- Only blue-shaded fields are available
- □ Fields with red * are required fields
- Some information in blue-shaded fields are populated but can be changed if needed

Important Application Details

- GHSP Goals
- Agreement of Conditions, Signature page and/or Resolution are not needed at 1st submission of application.
- Write down computer generated numbers
- Application Deadline for

FY 2012 is April 29, 2011

Need Help?

- Quick Guide Step By Step Instructions on GHSP Website
- More in Depth Step by Step Instructions on Grants Portal
- Frequently Asked Questions on the Grants Portal
- □ GHSP Staff
- Password problems call NCDOT HELP DESK
 919-861-3840 or email: dothelp@ncdot.gov

Questions?